

Deputy Learning Resources Manager: Job description

Post:	Deputy Learning Resources Manager
Hours:	Term Time + 10 days
Grade:	Local Government Pay Scale
Responsible to:	Subject Leader – English and Literacy

Main Activities and Responsibilities

The duties outlined in this job description are in addition to those covered by the Local Government Terms and Conditions Document. It may be modified by the Principal, with your agreement, to reflect or anticipate changes in the job, commensurate with the salary and job title.

Job Purpose

The Learning Resources Officer will be expected to:

- Deputise for the Learning Resources Manager as required.
- Assist the Learning Resources Manager in the promotion of reading for pleasure.
- Work with the Learning Resources Manager and other library staff to ensure that all library opening times (7.45am – 6.00pm) are covered. This may mean an early start or late finish and will require the solo supervision of students. This will require excellent behaviour management skills.
- Supervise students in the library, including the creation and maintenance of a positive but silent working atmosphere during break and lunch-times and before and after the core academy day. This entails managing students' behaviour, following the academy behaviour policy and supervising short detentions when issued.
- Use the library management system to issue and return stock and to catalogue new stock.
- Assist with the maintenance of a tidy environment in the libraries and ensuring that there are informative, engaging and eye-catching displays.
- Supervise the student librarian programme, including the provision of training sessions.
- Create reports showing library usage and borrower figures which feed into the department self-evaluation process.
- Plan and deliver library lessons to English classes in the library, accessible to students of all abilities.
- Present to classes from any department about the resources available in the library and how to use these resources.
- Promote relevant curriculum resources to teachers.
- Assist with the promotion of the use of the library for curricular purposes, study support, independent study and recreational study.
- Support the learning of all students, including SEND and more able students, in the library using library resources and computers. This requires an excellent knowledge of the library stock and online resources, as well as knowledge of the curriculum, a wide-ranging general knowledge and excellent ICT skills.
- Promote books to students and staff. You will have an interest and knowledge of age appropriate fiction, through personal reading and reviews.
- Purchase new stock for the library, in collaboration with the Learning Resources Manager.
- Deal with enquiries from staff and students, including the creation of lists of resources relating to curriculum areas.
- Assist with the annual library stock check.

Key Responsibilities

Be accountable to the CoLAT through the Principal, Governing Body and CEO/Executive Principal for:

- The effective promotion and implementation of the agreed vision and key principles within the academy, including the principles of simplicity, efficiency and effectiveness.
- Support in the delivery of academy policy in key areas.
- Reporting to the Senior Leadership Team and CoLAT as required.

Contribute (with the academy team) to:

- Developing the aspirations and self-belief of all students and by doing so securing high quality learning, outcomes and progress for all students.
- Establishing and maintaining the academy as a centre of excellence in the community.
- Developing a rich partnership with families and community to maintain a learning community that strives for personal growth.
- Effective planning for improvement for the academy.
- Ensuring efficient and effective use of resources.
- Developing strong productive relationships with a wide range of stakeholders.

Other duties

- Act as a Personal Adviser to students in a tutor group. This entails being a positive role model for students, giving them pastoral support, setting academic goals, and encouraging them to get involved with all aspects of academy life. You will also speak to parents about students' attainment, behaviour and general progress during Pastoral Day, and set targets for students. For some students, regular contact with parents may be necessary.
- Behaviour management in corridors and anywhere else on or off the academy site, ensuring that students are behaving professionally both inside the academy and outside when in academy uniform.
- Participate in CPD as required, including school INSET and the Performance Management process.
- Other duties in the libraries as directed by the Learning Resources Manager.

Leadership of self and others by:

- Providing an approachable and supportive presence for staff, students, parents and the local community.
- Setting high standards and expectations for personal, student, and staff behaviours and actions in support of the achievement of the academy's intended outcomes.
- Helping to develop and maintain respect across all stakeholders, inspiring individuals to contribute positively to shared ideas and plans for the academy.
- Playing a part in creating a positive, inclusive climate that carries the academy's vision forward.
- Regularly reviewing own practice, setting personal targets and taking responsibility for own development.
- Ensuring a proactive approach to sharing and solving potential or existing difficulties.
- Being committed to a collaborative vision of excellence and equality that sets high standards for every student and member of staff.

Assist in management of the organisation by:

- Liaising with and supporting all academy staff and stakeholders, including students and parents.
- Working with and supporting teaching staff.
- Undertaking administrative tasks including stock recording, ordering etc.
- Working within a defined organisation structure that enables effective and efficient ways of working and supports the achievement of the academy's objectives.
- Acting in accordance with policies and legislation affecting the conduct of the academy, particularly those that govern health and safety matters and employment rights.
- Undertaking any other duties commensurate with the post as reasonably delegated by the Principal and Governing Body.

Standards/Quality Assurance and Additional Responsibilities

- Participate in staff training and development.
- Develop relationships with governors, LEAs and neighbouring schools/academies.

- Adhere at all times to professional business standards of dress, courtesy and efficiency in line with the ethos and specialism of the academy.
- Attend team and staff meetings.
- Compile statistical returns as required.
- Attend and participate in Open Evenings and other events where required.
- Uphold the academy's behaviour code and uniform regulations.

Key Organisational Objectives

The postholder will contribute to the academy's objectives in service delivery by:

- Following Health and Safety requirements and initiatives as directed.
- Sharing the Academy's commitment to safeguarding and promoting the welfare of children and young people.
- Ensuring compliance with Data Protection legislation.
- At all times operating within the school's Equalities policies, demonstrating commitment and contribution to improving standards of attainment.
- Ensuring customer care and quality assurance initiatives.
- Fulfilling the role of Student Personal Adviser and/or mentor if required.
- Contributing to the maintenance of a caring and stimulating environment for young people.

Special Conditions of Service to Note

Governed by the National Agreement on Pay and Conditions of service, supplemented by local conditions as agreed by the Trust. The postholder may be required to work outside of normal school hours on occasion (e.g. to attend Full Governing Body and/or Committee Meetings, etc.), with due notice.

Because of the nature of the post, candidates are not entitled to withhold information regarding convictions by virtue of the Rehabilitation of Offenders Act 1974 (Exemptions) Order 1975 as amended. Candidates are required to give details of any convictions on their application form and are expected to disclose such information at the appointed interview.

Because this post allows substantial access to children, candidates are required to comply with departmental procedures in relation to Police checks. If candidates are successful in their application, prior to taking up post, they will be required to give written permission to the Department to ascertain details from the Metropolitan Police regarding any convictions against them and, as appropriate the nature of such convictions. The academy is committed to safeguarding and promoting the welfare of children and young people and we expect all staff to share this commitment.

Equal Opportunities

The postholder will be expected to carry out all duties in the context of and in compliance with the academy Equalities policies.

Date of issue:

Signature of postholder:

Signature of Chair of Governors:

Person specification

	Essential	Desirable
Qualifications		
Educated to degree level or equivalent		✓
Experience		
Ability to use ICT effectively	✓	
Ability to use ICT to raise achievement	✓	
Administrative experience	✓	
Previous library experience		✓
Previous experience of working with children		✓
Commitment to high quality outcomes	✓	
Skills		
Personal		
Well organised	✓	
Well presented	✓	
Excellent communication skills and organisational skills	✓	
Ability to work hard under pressure while maintaining a positive, professional attitude	✓	
Ability to organise and prioritise workload and work on own initiative	✓	
Ability work as part of a team	✓	
Commitment to personal career development	✓	
Ability to develop good relations with staff, students and the wider Academy community	✓	
Knowledge and understanding		
Safeguarding and child protection policies and procedures	✓	
Developments in the National Curriculum	✓	
Knowledge of and interest in teenage literature	✓	
Equal opportunities		
Understanding of different social backgrounds of students	✓	
Understanding the needs of students and the appropriate strategies to support them	✓	
Understanding the needs of bilingual students	✓	